

## RENEWAL OF CERTIFICATE

All certification levels must be renewed using this standard renewal procedure:

1. 4.0 CEU's or 3 hours of approved college course work is required for certificate renewal. One CEU equals 10 hours (500 minutes) of instruction.
2. Certificates must be renewed every three years.
3. No fee is assessed for timely certificate renewal. However, renewals over six months past the due date will be charged a late fee of \$10.
4. 30 days before the expiration date of the certificate, the Certification Renewal Form should be completed and sent to the Certification Specialist at ODL. A new application form should not be filled out.
5. Attach originals of appropriate official transcripts or confirmations of attendance to prove completion of the requirements for renewal. It is the applicant's responsibility to retain all confirmations of attendance. The confirmation should have the name of the class, the number of CEU's, date and name of the provider. The following confirmations are valid and verify attendance at a continuing education event:

Program	Validation
Formal courses/programs awarded academic credit or CEUs which have received prior approval by the Certification Specialist.	Transcript or confirmation of attendance provided to each participant.
Formal courses/programs awarded academic credit or CEUs which have <u>not</u> received prior approval by the Certification Specialist.	Submission of the Request Form for CEU Approval to the Certification Specialist by the individual librarian <u>and</u> a transcript or confirmation of attendance which will be provided to each participant within 30 days.
Informal programs with prior approval by the Certification Specialist.	Confirmation of attendance by the provider.
Informal programs <u>not</u> receiving prior approval by the Certification Specialist.	Submission of the Request Form for CEU Approval to the Certification Specialist by the individual librarian <u>and</u> a confirmation of attendance by the provider within 30 days.

6. Basic classes in the Institute in Public Librarianship are not normally part of the renewal process, but upon approval may be used to renew Levels IV, V, VI or VII.

